

BULLYING AND INAPPROPRIATE BEHAVIOUR POLICY

Established in 2015, Black Diamond Drilling Services Australia Pty Ltd is a stockist and supplier of rock drilling tools and consumables to the mineral exploration, mining, water well and geotechnical sectors of the mining, resources, and construction industry. Our clients are primarily drilling contractors and mining companies.

This Policy Statement represents our commitment to promote the highest industry standards of professional working conditions, using ISO 45001 as a benchmark.

We recognise our moral and legal responsibilities, but we also understand that being a leader in our field extends to developing a culture of health and safety, and that this culture relies on health and safety being respected by all staff and others who may interact or engage with our operations.

Specific goals under this Policy are to:

- Set out the standards, values, and expectations for appropriate behaviour in the workplace.
- Reinforce the obligations of staff and visitors to act ethically and with integrity at all Black Diamond Drilling Services Australia locations.
- Outline the reporting and resolution methods for inappropriate behaviour.
- State the consequences of failing to maintain appropriate workplace behaviour.
- Openly communicate this Policy to all interested stakeholders including the general public.
- Demonstrate Black Diamond Drilling Services Australia's commitment to a diverse and inclusive workplace.

Black Diamond Drilling Services Australia defines inappropriate behaviour as:

- Workplace bullying that is repeated, and/or inappropriate behaviour directed towards a worker or group of workers that creates a risk to health and safety.
- Sexual harassment and/or unwelcome sexual conduct of any kind.
- Harassment, including unwelcome behaviour that intimidates, offends, or humiliates a person because of a particular personal characteristic such as age, race, gender, disability, religion, or sexuality.
- Aggression and violence.
- Impairment by alcohol or other substances.

Responsibilities:

- All managers, supervisors and other workplace leaders must demonstrate appropriate behaviours and take reasonable steps to ensure that inappropriate behaviours do not occur in the workplace(s) under their control.
- All workers are responsible for ensuring that they demonstrate appropriate behaviours and discourage inappropriate behaviour by refusing to participate in this behaviour, reporting any experiences of this behaviour and supporting co-workers in saying 'no' to this behaviour.

Managing inappropriate behaviour:

- Black Diamond Drilling Services Australia will identify all workplace factors that allow inappropriate behaviour to occur and eliminate these risks or reduce them to a level as low as is reasonably practicable.
- All instances of bullying and inappropriate behaviour shall be reported, when observed and will be investigated by senior management.

Reporting inappropriate behaviour:

- In the first instance, inappropriate behaviour should be reported confidentially to any director, or manager, who will take immediate steps to control the behaviour and mitigate any further harm or damage.
- The director, or manager shall document the issue, as appropriate, and commence an investigation as soon as is reasonably practicable.
- The outcome of the investigation, and actions arising from the investigation, must be reported confidentially to the subject of the bullying or inappropriate behaviour.
- Wherever practicable, the confidentiality of persons involved in complaints of bullying or inappropriate behaviour should be protected.

Disciplinary action:

If anyone is found to breach this policy, management will act appropriately according to the behaviour reported or observed, following a full investigation. Action may include:

- A formal warning.
- Referral to counselling and/or formal bullying and harassment awareness training.
- Suspension.
- Instant dismissal.

This Policy Statement is to be communicated as part of our corporate induction. Uncontrolled hard copies may also be displayed to maintain visibility and awareness and provided to any interested stakeholder on request.

It is to be reviewed and revalidated annually as part of the Management System Review.

Managing Director



Date 16 January 2024